



MEMORANDUM

To: VFC Providers

From: Sarah Fornshell, RN
VFC / AFIX Manager
Bureau of Disease Control and Prevention

Subject: VFC Enrollment Requirements

Date: 13 February 2015

In compliance with CDC regulations and the VFC Operations Guide, the following are required to be approved for VFC enrollment or re-enrollment:

1. Provider Agreement

- This form documents the provider's agreement to comply with the requirements of the VFC program in order to receive VFC-purchased vaccine. Please submit the entire agreement.

2. Provider staffing requirements:

- Each facility **must** designate one staff member to be the primary vaccine coordinator. This person is responsible for providing oversight for all vaccine management within the office and ensuring all vaccines are stored and handled correctly.
- Each facility **must** also designate at least one back-up or alternate vaccine coordinator who can assume oversight responsibilities in the absence of the primary vaccine coordinator.
- VFC providers are **required** to notify the immunization program at the point there is any change in key vaccine staff (e.g., the vaccine coordinator or back-up vaccine coordinator).

3. Education Requirements:

- Primary Vaccine Coordinator **must** complete the two following trainings and submit certificate of participation:
 - i. Vaccines For Children (VFC)-2015
 - ii. Vaccine Storage and Handling-2015
- Backup Vaccine Coordinator **must** complete the two following trainings and submit certificate of participation:
 - i. Vaccines For Children (VFC)-2015
 - ii. Vaccine Storage and Handling-2015

If there are any questions please contact Sarah Fornshell at sfornshell@kdheks.gov. Thank you.